



**Connecticut  
State  
University**

Central • Eastern • Southern • Western

P.O. Box 2008, New Britain, Connecticut 06050  
(203) 827-7700

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE DIRECTOR OF RESEARCH AND GRANTS/ADMINISTRATOR V  
to  
DIRECTOR OF RESEARCH AND GRANTS/ADMINISTRATOR VI


at

WESTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Associate Director of Research and Grants/Administrator V at Western Connecticut State University be reclassified to Director of Research and Grants/Administrator VI, effective February 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 15, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:

  
Dallas K. Beal  
President

Doc. 224



An Equal  
Opportunity  
Employer

# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>12/15/88</u>
BY: CSU [ ]	
CCSU [ ]	SCSU [ ]
ECSU [ ]	WCSU [X]

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ( ) DATE EFFECTIVE 2/3/89

NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [ ] PART-TIME [ ]

POSITION TITLE:	Admin. 5/Associate Director Research & Grants 7921	Admin. 6/Director of Research & Grants 7868
	CURRENT CLASS CODE	PROPOSED CLASS CODE

POSITION NUMBER	CURRENT SALARY	PROPOSED SALARY	FUND	BARGAINING UNIT	AFSCME	AFSCME
<u>1729</u>	\$ <u>45,527.</u>	\$ <u>48,941.</u>	<u>Gen.</u>	<u>UNIT</u>	<u>AFSCME</u>	<u>AFSCME</u>
				FROM		TO

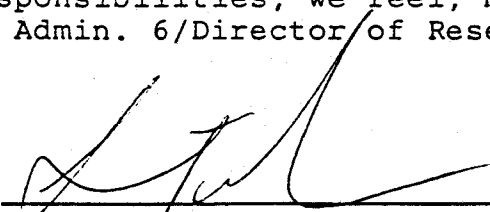
### EXPLAIN THE NATURE OF THE PROPOSAL:

We are requesting the reclassification of the incumbent, Ruth Corbett, from Associate Director of Research and Grants/Admin. 5 to Director of Research and Grants/Admin 6, effective 1/13/89.

**JUSTIFICATION:** We are requesting that the position Admin.5/Associate Director of Research and Grants be reclassified to Admin. 6/Director of Research and Grants, due to the increased responsibilities of the incumbent. Duties will include: dissemination of information on grant funding, assisting faculty seeking research funding, preparing reports for funding sources, assisting Academic Vice President in institutional long range planning, research, budget assessment and evaluation, serving as liaison between Academic Vice President and executive managerial personnel, and assisting in preparation of planning studies and reports, including accreditation documents.

The scope of these duties and responsibilities, we feel, merit the reclassification of this position to Admin. 6/Director of Research and Grants.

\$ 3,414.  
COST OR SAVINGS

  
SIGNED (UNIVERSITY) 12-13 88  
DATE

- ATTACH OLD AND NEW STAFFING CHART, ( )
- JOB DESCRIPTION, AND ( )
- UNION SIGN OFF FORM IF REQUIRED ( )

MISCELLANEOUS COMMENTS:  
7/88

FORM AND PROCEDURES

Position Title Director of Research and Grants/Admin. VI

Campus Western Connecticut State University Date 12/12/88

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE Andrea D'Agostino

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 12/12/88

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Ronnie Kuroski

DATE OF SUOAF CAMPUS REVIEW 12/14/88

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Beth Tipton Date 1/17/89

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA 1/17/89

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL 12/15/88

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. ... DATE 1/18/89

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved

disapproved

DATE \_\_\_\_\_

DATE OF BOARD APPROVAL \_\_\_\_\_

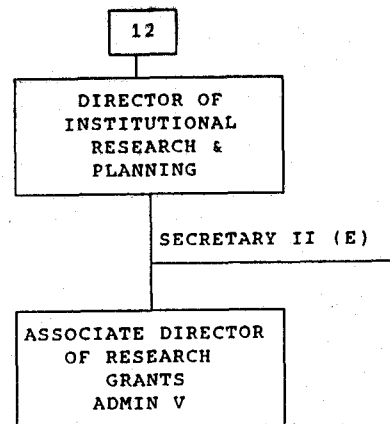
DATE OF BOARD DISAPPROVAL \_\_\_\_\_

RECEIVED  
STUDENT AFFAIRS OFFICE

DEC 19 1988

E. C. S. U.

OVER FOR APPLICABLE POSITION DESCRIPTION



DIRECTOR OF RESEARCH AND GRANTS  
ADMINISTRATOR VI

**SUPERVISOR:** Vice President for Academic Affairs

**INCUMBENT NAME:** Vacancy

**POSITION SUMMARY:** Develop and maintain information files on public and private funding sources. Responsible for dissemination of this information to faculty members and others seeking funding; furnish direct assistance to faculty members and administrators in the form of grant proposal preparation, and the preparation of reports required by the College on these sources of funding. Conduct applied research and assist in the preparation of planning studies and reports.

**POSITION RESPONSIBILITIES:**

Disseminate information on grant funding to the University community

Furnish direct assistance to faculty members seeking research funding

Prepare reports required of the University from funding sources

Provide assistance to the Vice President for Academic Affairs in institutional long-range planning and research; budgeting; assessment; evaluation

Assist the Vice President for Academic Affairs in the development of academic and other special programs

Coordinate Faculty Honors and other designated special convocations

Serve as liaison between the Vice President for Academic Affairs and executive management personnel as well as academic support services personnel

Conduct applied research and will assist the Vice President for Academic Affairs in the preparation of planning studies and reports, including accreditation documents

**EDUCATION AND EXPERIENCE:** Four to five years of experience including demonstrated ability in at least two major student services areas. Experience in relevant policy implementation and student disciplinary procedures preferred. A Master's degree is required. These qualifications may be waived for individuals with appropriate alternate experience.

